WiTS BiTS
RECRUIT & SELECTION ACTION
STEP-BY-STEP
(INCLUDING THE SPECIAL PAY AND JC/PN REQUEST SUB-PROCESSES)

1. **<u>HR SPECIALIST</u>**

   1) ***Initiate Action***
      a. Enter data (mandatory fields) and select Action Type as "Recruitment/Selection" when complete request has been received.
      b. Rubber stamp "Submit to Subprocess" (action closes)
      c. Open Recruit/Selection action from personal worklist
      d. Enter ***pre-announcement*** information into page 2
      e. Write WiTS Transaction # on corresponding hardcopy case file
      f. Partially save (to update/save to report database and close action).
   2) ***Update Recruit/Selection Action when vacancy announcement is posted***
      a. Open Recruit/Selection action from personal worklist
      b. Enter ***vacancy announcement*** information into page 2
      c. Partially save (to update/save to report database and close action).
   3) ***Update Recruit/Selection Action when certificate/referral list is issued***
      a. Open Recruit/Selection action from personal worklist
      b. Enter ***certificate/referral*** information into page 2
      c. Partially save (to update/save to report database and close action).
   4) ***Update Recruit/Selection Action when certificate is returned and job offer is made***
      a. Open Recruit/Selection action from personal worklist
      b. Enter ***certificate and job offer*** information into page 2
      c. Partially save (to update/save to report database and close action).

   NOTE: Step "4.d" below is ONLY required if SPECIAL PAY (HPR, ATM, 3Rs/2Rs, PCA, PSP) is involved – If not, SKIP to STEP "4.e."

      d. ***Initiate Pay Action if Special Pay approval is involved***
      • Open Recruit/Selection action from personal worklist
      • Rubber stamp "Proceed to Pay Process"
      • Enter ***special pay*** approval request information
      • Partially save (to update/save to report database and close action).
         Update and Complete Special Pay Action
      • Open Recruit/Selection action from personal worklist
      • Click on **Pay** tab
      • Enter ***special pay*** approval information
      • Rubber stamp "Submit" (when all Pay fields are completed)

1. **HR SPECIALIST (CONTINUED)**

    e. *Update Recruit/Selection Action when special pay is approved, job offer accepted, and EOD confirmed.*
        ▪ Open Recruit/Selection action from personal worklist
        ▪ Enter the *Current Employee/Position Information, New Position Information, Orientation Information* sections information into page 1.
        ▪ Enter *job offer and EOD* information into page 2
        ▪ Partially save (to update/save to report database and close action).
    f. *Initiate JCPN Request*
        a. Open Recruit/Selection action from personal worklist
        b. Click on **JCPN** tab
        c. Enter *JC, PN, or JC&PN* information as appropriate
        d. Rubber stamp "Initiate JC/PN Request"

2. **BRANCH PM (POSITION MANAGEMENT) REVIEWER**

    Review and submit JCPN Request
        a. Open Job Code/Position Number Request action from personal worklist
        b. Review information and edit as necessary
        c. Rubber stamp "Send to Position Management Team"

3. **PM (POSITION MANAGEMENT) TEAM (CSD/OD)**

    Process JCPN Request
        a. Open Job Code/Position Number Request action from personal worklist
        b. Enter action taken into *Position Management Team* Section of JCPN Request form
        c. Rubber stamp "Request Complete—Send Email"

4. **HR SPECIALIST**

    Complete Recruit/Selection Action when JCPN is issued
        a. Open Recruit/Selection action from personal worklist
        b. Verify the issued *Job Code* and/or *Position Number* in the *New Position Information* section on page 1.
        c. Review pages 1 and 2 to verify all relevant information has been entered and complete as necessary.
        d. Rubber stamp "Send to HRA" for EHRP processing.

5. **HR ASSISTANT**

    Review and use Recruit/Selection Action information to process the EHRP PAR
    a. Open Recruit/Selection action from personal worklist
    b. Review, edit (as necessary), and use information from pages 1 and 2 to process EHRP PAR
    c. Rubber stamp "Send to SPA" for final EHRP processing.

6. **SPA**

    Complete Recruit/Selection Action when EHRP action is final authorized
    a. Open Recruit/Selection action from personal worklist
    b. Review information on pages 1, 2, and 3 and edit as necessary.
    c. Enter the actual *Effective Date* (and PSP or PCA information if appropriate) of the EHRP action
    d. Rubber stamp "Action Completed" to close and archive the Recruit/Selection action.